# Month End Close Checklist for March 2021

## Mar 21, Monday
- All Inter-departmentals fed to Finance (G16150: motor pool, facilities management, work orders, print shop billing)

## Mar 22, Tuesday
- Clear out C14000 Pay 4 Print
- Interest distribution/bank charges fed to Finance

## Mar 23, Wednesday
- Clear out C14000 P-Cards
- Clear out Payroll Clearing

## Mar 24, Thursday
- Clear out C14000 Telephone billing
- Clear out C14000 Postage billing

## Mar 25, Friday
- Monthly Payroll fed to Finance
- Post Indirect Cost to Grants

## Mar 26, Saturday
- Balance Expenses & Receipts with CMCS for 16075
- Balance Transfers

## Mar 27, Sunday
- Double check with Accounts Receivable that all feeds are posted
- BR feed to clear out account G11195

## Apr 1, Monday
- All budget transactions fed to Finance
- Capital Asset Entry Processed

## Apr 2, Tuesday
- Run WURNCAS program, transmit to OSC
- AT quarter end, manually submit Allotment Reversion to NCAS

## Apr 3, Wednesday
- Reconcile WURNCAS/Banner BD701, 702, 725 and Trust
- Pre-certify with OSC - Record Ticket #

## Apr 4, Thursday
- Close Banner month, notify Business Office personnel

## Apr 5, Friday
- Prepare Month End Reports 702, 802, 805
- Check CMCS to make sure it is up-to-date

## Apr 6, Saturday
- Check CMCS to make sure it is up-to-date
- Confirm all steps are complete

## Apr 7, Sunday
- Prepare Month End Reports 702, 802, 805

## Apr 8, Monday
- Prepare Month End Reports 702, 802, 805

## Apr 9, Tuesday
- Prepare Month End Reports 702, 802, 805